



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
WASHINGTON, D.C. 20361

IN REPLY REFER TO

NAVAIRINST 4350.4C  
AIR-04A3  
10 Jan 1984

NAVAIR INSTRUCTION 4350.4C

From: Commander, Naval Air Systems Command

Subj: Policy and procedures for processing Naval Aviation Engineering Service Unit technical reports

Ref: (a) NAVAIRINST 4350.2B  
(b) NAVMATINST 4350.10C  
(c) OPNAVINST 4350.2A  
(d) NAVAIRINST 5400.15F

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1. Purpose. This instruction sets forth the policy and procedures for the preparation, submittal and processing of Naval Aviation Engineering Service Unit (NAESU) Navy Engineering and Technical Services (NETS) technical reports.

2. Cancellation. This instruction supersedes NAVAIR Instruction 4350.4B of 20 July 1977.

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3. Scope. The policies and procedures outlined in this instruction relate to the collection of technical reports from NETS personnel and the dissemination and action to be taken by cognizant field activities (CFA's) and Naval Air Systems Command Headquarters (NAVAIRHQ). Any policies or procedures not in consonance with this instruction should be revised accordingly.

4. Background. Reference (a) establishes policies and procedures for the management of the NAVAIR Engineering and Technical Services (ETS) Program in accordance with references (b) and (c). Reference (a) also outlines the various types of ETS personnel to be utilized by the fleet and shore establishment, which includes NETS specialist teams. These teams are composed of Navy and Marine Corps military and civil service personnel who are technically qualified to provide advice, instruction and training in support of the operation and maintenance of Navy weapons, equipments and systems. Since these teams are located at various fleet and shore activities throughout the world, under the sponsorship of NAESU, Philadelphia, Pennsylvania, they are in a unique front line position to develop and report information which can be used to improve methods and eliminate deficiencies in the areas of aviation maintenance, reliability, supply, training, support equipment and technical publications. Therefore, to properly utilize this valuable data this instruction (1) emphasizes the need for prompt disclosure of vital information by NETS personnel, (2) establishes a channel for the collection of this information from the NETS team members, and (3) establishes effective follow-up action in order that tangible benefits may be realized.

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5. Policy. It is the policy of the Commander, Naval Air Systems Command to maintain aircraft and their related equipment and material in a manner which will ensure maximum readiness at all times.

6. Procedures. In order to carry out the NETS reporting system

a. NAESU Headquarters shall establish procedures for the submission of technical reports by NETS personnel. These procedures should be designed to preclude an excessive amount of time spent in organizing the information. The prime consideration is the timely CFA notification that a deficiency exists. In all instances, the originating NAESU detachment/coordination office shall forward the original and two copies of the report to the CFA as designated by reference (d).

b. NETS specialists, NETS Team Leaders, NAESU coordination officers and NAESU detachment officers shall take action to submit technical reports as called for by this instruction and in accordance with the procedures established by NAESU Headquarters.

c. CFA's upon receipt of these reports, shall review them and take necessary steps to correct disclosed deficiencies or items requiring expeditious action. Within 60 days after receipt, the CFA shall provide the report originator and NAESU Headquarters the proposed or final disposition on the report. The CFA has sole authority for communications with contractors or other field activities regarding these reports. Since the reports not only state the problem, describe the equipment and give detailed analysis, they usually provide tested solutions for the problem. Direct communication with the report originator is encouraged.

7. Action. NETS specialists shall develop and forward reports concerning the following:

a. Conditions which present a hazard to personnel or equipment.

b. Safety of flight conditions.

c. Frequent occurrence of the same or similar problems which indicate that a defect, incompatibility or deficiency exists in a technical or logistical area.

d. Technical problems which are beyond the capability of the local activity.

e. Discrepancies found in new installations or authorized changes to an equipment or system.


f. Modifications developed in the field to improve equipment performance or maintainability.

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- g. Recommendations for new or improved operating procedures.
- h. Evaluation of equipment, handbooks and procedures.
- i. Discrepancies in technical publications, training aids and related materials.
- j. Evidence of improper quality control in maintenance, rework or manufacture of components and/or parts and improper handling, packaging or shipping.

Nothing in the foregoing is to be construed as canceling or superseding reporting requirements in effect for other than NETS reports.

8. Reports. Report Symbol NAVAIR 4350-6 applies to the reporting requirements in this instruction. Report is approved for three years from date of the instruction.

  
V. W. MOORE, JR.  
Assistant Commander for  
Logistics/Fleet Support

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IN REPLY REFER TO  
NAVAIRINST 4350.4C CH-1  
AIR-41112F  
14 Jan 87

NAVAIR INSTRUCTION 4350.4C CHANGE TRANSMITTAL 1

From: Commander, Naval Air Systems Command

Subj: POLICY AND PROCEDURES FOR PROCESSING NAVAL AVIATION ENGINEERING SERVICE  
UNIT TECHNICAL REPORTS

1. Purpose. To revalidate the reporting requirement and extend the reporting date for the basic instruction.
2. Validation and Approval of Extended Reporting Requirement. A reassessment of the reporting requirement contained in the basic instruction has been conducted. As a result, it was determined that continuation of NAVAIR 4350-6, Naval Aviation Engineering Service Unit Technical Report is required beyond the initial validation period. The report is therefore approved to 10 January 1990.
3. Action. In NAVAIR Instruction 4350.4C, Page 3, paragraph 8, addressees will change the last sentence to: "This report is approved to 10 January 1990".

*D.J. Wolkenstorfer*

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